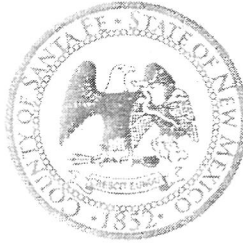


Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

Date: September 13, 2017

To: Santa Fe County Board of County Commissioners

From: Bill Taylor, Procurement Manager, CPO *BT*

Via: Katherine Miller, County Manager
Don D. Moya, Finance Director
Michael Kelley, Public Works Director

ITEM AND ISSUE: BCC Meeting September 26, 2017

Request Approval of Amendments No. 1 to Agreement No. 2016-0303-A-PW/IC With Midway Office Supply, Agreement No. 2016-0303-B-PW/IC with Matthews Office Supply, Agreement No. 2016-0303-C-PW/IC With Western Paper, Agreement No. 2016-0303-D-PW/IC With Veritiv Operating Corp., and Agreement No. 2016-0303-E-PW/IC with Interline Brands, Inc for Janitorial Supplies and Related Equipment to Be Utilized by All Departments and Authorizing the County Manager to sign the purchase orders. (Bill Taylor-Purchasing Division)

SUMMARY:

The Purchasing Division is requesting BCC approval of Amendment No. 1 to Price Agreement No's. 2016-0303-A-PW/IC with Midway Office Supplies, Agreement No. 2016-0303-B-PW/IC with Matthews Office Supply, Agreement No. 2016-0303-C-PW/IC with Western Paper, Agreement No. 2016-0303-D-PW/IC with Veritiv Operating Company, and Agreement No. 2016-0303-E-PW/IC with Interline Brands Inc. to provide various janitorial supplies and related equipment at a fixed price for all County departments to utilize. The Agreements are due to expire on September 27, 2017 with the option to renew for an additional 3 years on an annual basis.

BACKGROUND:

Santa Fe County issued Invitation for Bid (IFB) No. 2016-0303-PW/IC on June 12, 2016. The solicitation was advertised in the Santa Fe New Mexican and the Albuquerque Journal.

Bids were received from the following five (5) companies:

Midway Office Supply, Albuquerque, NM
Matthews Office Supply, Santa Fe, NM
Interline Brands, Jacksonville, FL
Veritiv Operating Company (Unisource), Albuquerque, NM
Western Paper, Albuquerque, NM

All bids received were reviewed by the Purchasing staff and all were deemed responsive bids. It was determined by the Purchasing Manager that a multiple source contract would be in the best interest of the County since all departments with varying needs would be utilizing the contracts.

The initial Agreement term was 1 year with the option to renew for an additional three years on an annual basis not to exceed 4 years total. Therefore, the Agreements are due to expire on September 27, 2017 and the Purchasing Division is requesting approval of Amendment No. 1 to all janitorial supply Agreements to extend the Agreements an additional year until September 27, 2018.

ACTION REQUESTED:

The Purchasing Division requests approval of Amendment No. 1 to Price Agreement No.'s 2016-0303-A-PW/IC with Midway Office Supplies, Agreement No. 2016-0303-B-PW/IC with Matthews Office Supply, Agreement No. 2016-0303-C-PW/IC with Western Paper, No. 2016-0303-D-PW/IC with Veritiv Operating Company, and Agreement No. 2016-0303-E-PW/IC with Interline Brands Inc. to provide janitorial supplies and related equipment at a fixed price for all County departments to utilize and authorize the County Manager to sign the purchase orders.